

# **INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **Safe Schools and Emergency Preparedness Plan Policy**

### **Policy O-06**

This policy is designed to ensure that the Indiana School for the Blind and Visually Impaired is a safe environment for students, staff, contractors, volunteers, and visitors. This policy directs the ISBVI administration to have plans in place to 1) prevent and reduce risk and 2) respond appropriately to emergencies.

This policy requires the ISBVI Superintendent, in compliance with title 511 IAC 6.1-2-2.5 of the State Board of Education Rules on Safe Schools and Emergency Preparedness Plan, to:

1. Certify on an annual basis to the Indiana Department of Education within sixty days after the beginning date of each school year that the ISBVI Safe Schools and Emergency Preparedness Plan has been reviewed and revised, if necessary;
2. Develop ISBVI Administrative Directives and Procedures Implementing the ISBVI Safe Schools and Emergency Preparedness Plan Policy that shall detail staff member, contractor, volunteer, and student responsibilities, expectations, and procedures to follow;
3. Provide ISBVI employees, contractors, and volunteers with written notice and document their receipt of this policy and accompanying procedures;
4. Provide periodic on-going training and emergency drills to ensure that each individual knows his or her responsibility in implementing the plan for maximum safety and well-being.

Effective: 11/20/00

**ISBVI Policy O-06**

**Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18**